

October 27, 1943

ADMINISTRATIVE MEMORANDUM NO. 23

TO: Section and Unit Heads and Secretaries

SUBJECT: Signing of Letters, Memoranda and Messages
(in further explanation of Administrative Memoranda
No. 3 and No. 5, relating to these subjects.)

1. Memo #3(F) says: With agreed exceptions, and following general Governmental practice, the Director signs all correspondence and messages being sent to agencies outside FCC. Similarly, he signs all memoranda to the Chairman or members of the Commission.

Will each of you send to me this week your definition of types of letters or messages already authorized as exceptions by practice or agreement with the Director?


This general arrangement, providing for centralized information with regard to outside contacts, does not mean that the Director writes all the letters he signs. Normally, the FBIS officer carrying on the business writes the letter for the Director's signature.

2. In the case of correspondence signed under exception to 1 (above), a carbon should be sent to the Director marked "for your information and file." Exceptions to this arrangement may be made by agreement in writing with the Director's office.
3. Any FBIS correspondence to the President, Cabinet or agency head, or member of Congress, is signed by Chairman Fly. When the communication is to a foreign government it is sent through the State Department. In this case, also, the Director of FBIS prepares (or a staff member prepares for his initialling and approval) a letter for the signature of Chairman Fly.
4. Communications within FBIS or FCC will normally be signed by the official preparing the letter or memorandum. The secretary of an FBIS officer should not herself sign such letters or memoranda but should sign the name of her chief under his authorization, or note "Dictated but not read," etc.
5. Communications to the field offices dealing with normal editorial and service operations are handled as defined above in paragraph 4. Any communication dealing with administrative policy, procedure, proposal, or decision, however, shall be signed by the Director. Normally, cables or teletype messages will carry double signatures

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when they deal with matters within the province of one of the chief officers: i.e., Leigh-Hullinger, Leigh-Shepherd, Leigh-Grandin, Leigh-Watson. This is done in response to the request of field office chiefs for such official authorization. Normally, all administrative communications will be addressed to the chief of the field office. Exceptions to this may be made, as in the case of analysts at field offices, who are addressed directly.

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Robert D. Leigh
Director